

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	11121	Agenda Number	57.
Meeting Date:	December 8, 2011			
Department:	Purchasing			
Subject				
Authorize award and execution of a 36-month requirements supply contract with PROFESSIONAL POLISH, INC., Fort Worth, TX for preventative maintenance, repair services and parts for janitorial equipment at the Aviation and Austin Convention Center Departments in an estimated amount not to exceed \$279,000, with three 12-month extension options in an estimated amount not to exceed \$93,000 per extension option, for a total estimated contract amount not to exceed \$558,000.				
Amount and Source of Funding				
Funding in the amount of \$54,750 is available in the Fiscal Year 2011-2012 Operating Budget of the Aviation Department. Funding in the amount of \$15,000 is available in the Fiscal Year 2011-2012 Operating Budget of the Austin Convention Center Department.				
Fiscal Note				
There is no unanticipated fiscal impact. A fiscal note is not required.				
Purchasing Language:	Lowest bid of two bids received.			
Prior Council Action:	Recommended by the Austin Airport Advisory Commission.			
For More Information:	Brenda Helgren, Sr. Buyer/974-9141			
Boards and Commission Action:				
MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.			
Related Items:				
Additional Backup Information				

This contract is for preventative maintenance, repair services and parts for janitorial equipment at the Austin-Bergstrom International Airport and Palmer Events Center.

The equipment varies in complexity and there is no one on staff trained in this repair field. The equipment ranges from commercial vacuums to riding scrubbers that involves steering components as well as vacuum capabilities.

All repair services will be coordinated for pick up and delivery. The larger pieces of equipment, such as riding auto-scrubbers, will be repaired onsite. The vendor will order all needed repair parts and which will help avoid additional down time for repairs to be completed.

MBE/WBE solicited: 3/0

MBE/WBE bid: 0/0

**BID TABULATION/MATRIX**

IFB BKH0124

Preventative Maintenance, Repair Services and Parts-Janitorial Equipment  
(10 Line Items)

**Vendor**

**Total Price for 12-Month Period**

Professional Polish, Inc.  
Fort Worth, TX

\$43,830

Pro Serve  
Austin, TX

\$57,360

A complete bid tabulation is on file in the Purchasing Office and on the City of Austin, FASD Purchasing website.

**PRICE ANALYSIS**

- a. Adequate Competition.
- b. Thirty-four notices were sent including three MBEs. Two bids were received. MBEs and/or WBEs did not respond.
- c. The pricing offered represents a 12% decrease from the last purchase made January 2010. In the past 5 years there has been no competition for award of contract. There are now 2 companies in the Austin area that perform these services.

**APPROVAL JUSTIFICATION**

- a. Lowest bid.
- b. The Purchasing Office concurs with the Aviation and Austin Convention Center Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.